

To: **GOWG**
Subject: **Meeting Minutes**
Date: **February 19, 2004**
Location: **GSFC Room N220, Bldg 12**
Dial in info:
Number: **866-836-1481**
Passcode: **205535**

Next Meeting: February 26, 2004 at 2:00 pm

Agenda:

- Proposed GSDR Schedule Change - Mike/Ken
 - Move from June 9 to **Sept 14** (3 months)
 - Issues with date -
 - Scientific meeting 9/13 – 9/15
 - 16th is Rosh Hosanna and 20th is Yom Kippur.
 - LAT planning on collaboration meeting in mid September.
 - Looking at October 5th & 6th 2004 with Ops TIM on 7th.
 - Drivers:
 - Slip in S/C CDR from Jan to May (4 months)
 - Slip in launch from Sept'06 to Feb'07 (5 months)
 - Addition of the GFEP as a ground element
 - Increase in number of Design Peer Reviews in general
 - Need to reduce FY04 ground costs (e.g., allows us to push out the ramp up of the MOC team a bit more)
 - GLAST took \$5 Million hit on '04 and \$2 in '05
 - GFEP Detailed Design Peer Review tentatively scheduled for June 17th.
 - Release dates for GSSC, LAT and GBM need to be reviewed as they do not appear to be moved with the schedule appropriately. Expect deliveries to be between November and January. Need to incorporate comments from GSDR and should be delivered a month prior to GRT#1.
- GRT/ETE Test Objectives/Schedule - Mike/Ken
 - Jack Leabee says that the Spectrum I&T facility will have a roof top antenna. Concern was voiced over Howard having problems holding onto the antenna when it gets windy.
 - Need to kick-off splinter effort to reevaluate the test objectives, involved elements, configuration, and schedule.
 - Plan is to document results in a Test Plan Summary that will be kept up-to-date on the GDS/Ops Web Site
 - Bruce will lead the effort.
- ETE Data Accounting – Ernest
 - Addresses GSSC Preliminary Design Peer Review RFA

- Need to look at how to account for ensuring that the data makes it off the spacecraft through the MOC and the IOCs to the GSSC.
 - How do you know if you have processed all of the data? If there is x number of events in the Level 0 data, then can trace those x number of events through the pipeline through the Level 1 and Level 2 processing.
 - Need to make sure that there is a quick initial assessment so that the data will not be lost on the spacecraft recorder.
- LAT ISOC Design Peer Review - Dave/Lori/Richard/Seth
 - > Just a general discussion on attendees, accommodations, agenda, scope, etc.
 - > Also, status of Ops TIM Agenda
 - Side conversation – Concern over holding the 3/2 Peer Review date. Having problems getting the content pulled together as well as staffing concerns. Presentation material is starting to be posted to the web site.
 - Lori will make announcement as early as possible but probably not until early next week.
- Risks - Dave H.
 - Risks from last GOWG are now updated and on the website.
- GLAST website needs to be more secure due to GSFC mission security issues.
 - Will institute username and password.
 - Will affect the GSSC website as well since they are on center.
 - GBM should be plenty secure
 - LAT will be responsible for the security of their website.